AWIN Advanced System Key Policy

Required Outcome:

This policy provides a standard means to request access to an Advanced System Key (ASK). It also provides a standard set of requirements, including limitations set both upon the ASK and duration of access.

Policy:

The requesting agency submits an application to AWIN Management requesting access to an ASK. The requesting agency must be an approved AWIN user agency. The request must be approved by the Arkansas Interoperable Communications Executive Committee (AICEC). Upon approval, the requesting agency will work with AWIN Operations to develop the parameters the agency will be allowed to program in their radios. The requesting agency will supply the I-Button and make it available to AWIN Operations for initial programming and at the beginning of any subsequent authorized periods.

- The requesting agency submits an application to AWIN Management; the agency must specify in the project description that access to an ASK is being requested.
    - The requesting agency's AWIN radio count must be a minimum of 200
    - No more than 2 ASK's will be issued
    - The requesting agency must employ personnel who are qualified to program their radios
        - The requesting agency must certify that only qualified personnel will perform the programming
        - Qualifications:
            - Completion of Factory Authorized Training
            - Supply AWIN Operations a copy of certificate
            - At least 1year of radio programming experience
- The application is reviewed by AWIN Operations
    - AWIN Operations verifies that the requesting agency meets all requirements
        - If the requirements aren't met, the requesting agency is informed and the project is closed until the agency meets the requirements
        - If the requirements are met, AWIN Operations creates a review document
- If the requesting agency meets the requirements
    - AWIN Management creates an Executive Summary using the AWIN Operations review document, the application and any other relevant information
    - The Executive Summary and project is presented to the AICEC
        - The AICC approves the project
            - Notification is sent to the requesting agency
            - The requesting agency works with AWIN Operations to program the ASK
            - When programming of the ASK is completed, it will be shipped to the requesting agency
        - If the AICC dis-approves the project
            - The requesting agency is notified of the dis-approval including the reason the project was dis-approved
            - The project is closed

- The requesting agency may appeal or re-apply after the reason for the dis-approval has been corrected
- If the requesting agency does not meet the requirements
  - The requesting agency is notified that they don't meet the requirements
  - The project is closed
- Constraints on the ASK
  - No permission for changes to the Standard Interoperability templates will be allowed except for changes in the zone placement for talkgroups; the exception is the MAC channels which must be in Zone 3 for all radios
  - No permission for changes to any other entity/agency talkgroups will be allowed
  - No permission for changes to subscriber units outside entity/agency radios
  - No permission for changes to system functionality or system wide features allowed
  - The ASK will expire after three (3) months
    - For large entities, the ASK will expire after one (1) year
- ASK
  - The requesting agency will supply AWIN Operations with the I-Button
  - When the ASK is programmed, it will be shipped to the requesting agency
  - The ASK's programming will expire after three (3) months or one (1) year for large entitites
    - The requesting agency may renew for an additional three (3) months
      - The renewal will be approved after an audit has been performed on the ASK
      - If the audit shows the ASK has been used in an inappropriate manner, the renewal will be denied
      - If the audit shows there has been no inappropriate use, the renewed ASK will be issued back to the requesting agency
  - AWIN Operations may perform an audit of the ASK at any time
    - The ASK will be removed if the audit shows inappropriate use

Controls and Measures:

- The Advanced System Key may be audited by the State of Arkansas at any time
  - Audit may be performed by designated Arkansas State Police personnel
  - Audit may be performed by designated Department of Information Systems personnel

Responsibility/Assignment:

- The State of Arkansas designated personnel are responsible for monitoring the Advanced System Keys
  - Designated personnel from the Arkansas State Police
  - Designated personnel from the Department of Information Systems
- The State of Arkansas is responsible for complying with this policy
  - Designated personnel from the Arkansas State Police
  - Designated personnel from the Department of Information Systems
- The requesting agency is responsible for complying with this policy